



# RED OAK POLICE DEPARTMENT PUBLIC INFORMATION REQUEST



**ALL REQUEST MUST BE MADE IN WRITING AND DIRECTED TO:**  
**Records Clerk ♦ 100 Bonham Court ♦ Red Oak ♦ TX ♦ 75154 or at [singram@redoaktx.org](mailto:singram@redoaktx.org)**  
**Phone: 972-617-7632 ♦ Fax: 972-576-8063**

**PLEASE PRINT**

REQUESTOR'S NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_ PHONE NO: (\_\_\_\_) \_\_\_\_\_  
 REQUESTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I understand that: 1) The Texas Public Information Act does not require a governmental body to create new information, to do legal research, or to answer questions; 2) Section 552.002(a) defines "public information" as information "collected, assembled, or maintained...by a governmental body," or for such a body if it "owns...or has a right of access to" the information; 3) the governmental body may charge for inspection and copying public records in accordance with the current guidelines established by the Texas Building and Procurement Commission; 5) the governmental body has the right to request an Office of the Attorney General ruling whether information may or must be withheld; and 6) the governmental body has the right to request a bond, prepayment or deposit if estimated costs exceed \$100.00.

Pursuant to The Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Red Oak, Texas. **Please be as specific as possible including names(s), date(s), case number(s), etc. Attach a separate sheet, if needed.**

**I request a: ( ) Copy of an Accident Report ( ) Copy of a Call for Service, Incident, Offense or Arrest Report**

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| FOR POLICE USE ONLY   |  |
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| <b>REQUEST NO:</b> _____  |  |
| Provided copies/DVD/CD: _____<br>No such information exists: _____<br>A/G Opinion Requested: _____<br>Request for Clarification: _____<br>Forwarded to Legal: _____<br><br>Date Completed: _____<br><br>Completed By: _____ | Received (Stamp)<br><br><br><br><br>Received by: _____ |